

Proposed Alert-Dispatch Officer position

Appendix B. Alert and Dispatch Procedures

B4 Group Dispatch moves to B5 and all new stuff follows:

B4 Group Dispatch Coordinator

The Group Dispatch Coordinator (GDC) is a designated person from each group responsible for the dissemination of dispatch information.

A3.4 Alert-Dispatch Officer - The ASRC Alert-Dispatch Officer (ADO) oversees the administrative preplanning and critiqueing of the alert and dispatch functions of the ASRC. The ADO is responsible for the training and critiqueing of the Conference Alert Officers (AOs) and the Conference Dispatch. During searches the IC has oversight control over the entire alerting/dispatch process.

A3.4.1 Administrative

A3.4.1.1 The ADO will ensure that all necessary agencies have current Alerting information.

A3.4.1.2 The ADO will ensure that all AOs, ICs and Group Dispatch Coordinators (GDC) are aware of all changes in the alert and dispatch procedures

A3.4.1.3 The ADO is responsible for maintaining a Conference roster of ACAs, ICs, ISs, and other specialized categories.

A3.4.1.4 The ADO in conjunction with the Conference Secretary keep a Conference Alert roster.

A3.4.1.5 The ADO will keep a list of Group Dispatch Coordinators.

A3.4.2 Responsibility for Conference Alert Officers

A3.4.2.1 The ADO provides training and testing for new AOs.

A3.4.2.2 The ADO critiques AO performances and if needed reports to the BOD

A3.4.3 Maintaining the ASRC Pagers and Pager net.

A3.4.3.1 The ADO is responsible for all ASRC pagers.

A3.4.3.1.1 The ADO may assign the ASRC Pagers with the approval of the ASRC BOD.

A3.4.3.1.2 The ADO will keep the pagers in working order.

A3.4.3.1.3 The ADO can send pagers in for repairs with the approval of the ASRC BOD and treasurer.

A3.4.3.1.4 The ADO will keep a inventory of ASRC pagers, including serial numbers and pager numbers.

A3.4.3.2 The ADO will ensure the working order of the ASRC pager net.

A3.4.3.2.1 The ADO is responsible for weekly pager tests.

A3.4.3.2.1.1 If a Group does not call-in the ADO will check with that group to see if the ASRC net is working on their pagers.

A3.4.3.2.1.2 If the pager net is not working the ADO will immediately work to correct this problem.

A3.4.3.3 The ADO will distribute any pertinent information to the GDCs about the pager net.

A3.4.3.3.1 The ADO is responsible for reviewing ASRC pager codes and bringing suggestions to the ASRC BOD.

A3.4.4 The ADO is responsible for the administrative oversight of alerting and dispatching of the Conference.

A3.4.4.1 The ADO will provide a central administrative contact for any difficulty with conference alert, dispatch, and/or

group dispatch.

- A3.4.4.1.1 The ADO will facilitate communications between the ASRC BOD, AOs, Conference Dispatch, and Group Dispatch Coordinators.
- A3.4.4.1.2 In the event of difficulty the ADO will present the problem and his/her recommendations to the ASRC BOD.
- A3.4.4.2 The ADO will re-evaluate Conference Alert/Dispatch procedures quarterly and make recommendations.
- A3.4.4.3 The ADO will work with the GDC of any group to correct any short comings of Conference Dispatch and/or the Group's Dispatch.
- A3.4.4.4 Members of the ASRC can come to the ADO if they have a problem with their Group's Dispatch.
- A3.4.5 ADO Qualifications
 - A3.4.5.1 ADO must be a ASRC AO.
 - A3.4.5.2 ADO must have been AO for at least 3 Alerts.
 - A3.4.5.3 ADO must receive a simple majority vote of approval from the ASRC BOD.